

**PHILIP MORRIS U.S.A.**  
**INTEROFFICE CORRESPONDENCE**  
**Richmond, Virginia**

**To:** Distribution

**Date:** August 12, 1993

**From:** Charity E. McDonald *CEM*

**Subject:** Revised Appendix A. Description of Record Categories and Index to Record Categories

Enclosed are: (1) Appendix A -- Topics Subject to Disposal Suspension, revised June 1993, (2) Description of Record Categories, revised June 1993, and (3) Index to Record Categories, a new addition to the Guidelines. Replace Appendix A and Description of Record Categories (February 1993) in your Philip Morris USA Records Management Guidelines followed by the index. Retain the February 1993 Appendix A and Description in a folder labeled '*R0070 -- Records Management.*'

The revised description provides an expanded list of categories offering greater accuracy in labeling files. We hope this index will make it easier for you to identify the appropriate code.

**Attachments**

cc: C. Purcell  
Central File

Doc. Code: R0070

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